Course Description:

If you the desire to be successful in the business world, a working knowledge of PowerPoint 2016 is a must. LearnKey expert Jason Manibog will teach you how to create and manage presentations, insert and format shapes and slides, apply transitions, and how to use the new screen recording feature. This course will also help you study and prepare to take the Microsoft's PowerPoint 77-729 Certification exam.

Course Prerequisites

This course assumes that delegates have completed the Introductory level of PCS' Microsoft PowerPoint course, or at least have the equivalent PowerPoint knowledge and experience.

Course Contents:

Session 1

- Section A: Introduction to PowerPoint 2016
    - Course Opener
    - How to Take This Course
    - Tour of PowerPoint
- Section B: Create a Presentation
    - Create a Blank Presentation
    - Create a Presentation Using Templates
    - Online Templates
    - Import Word Document Outlines
- Section C: Insert and Format Slides
    - Insert Specific Slide Layouts
    - Duplicate Existing Slides
    - Hide and Unhide Slides
    - Delete Slides
    - Apply a Different Slide Layout
    - Modify Individual Slide Backgrounds
    - Insert Headers and Footers
- Section D: Modify Slides, Handouts, and Notes
    - Change Slide Master Theme or Background
    - Effects
    - Modify Slide Master Content
    - Create a Slide Layout
    - Modify a Slide Layout
    - Modify a Handout Master
    - Modify the Notes Master
- Section E: Order and Group Slides
    - Create Sections
    - Modify Slide Order
    - Rename Sections
- Section F: Change Presentation Options and Views
    - Change Slide Size
    - Change Views of a Presentation
    - Set File Properties
- Section G: Configure a Presentation for Print
    - Print All or Part of a Presentation
    - Print Notes Pages, Handouts
    - Print in Colour or Black and White
- Section H: Configure and Present a Slide Show
    - Create Custom Slide Shows
    - Configure Slide Show Options
    - Rehearse Slide Show Timing
    - Present a Slide Show in Presenter View
- Session Recap
- Test Tips

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Session 2

- Section A: Insert and Format Text
  - Insert Text on a Slide
  - Apply Formatting and Styles to Text
  - Apply WordArt Styles to Text
  - Format Text in Multiple Columns
  - Create Bulleted and Numbered Lists
  - Insert Hyperlinks
- Section B: Insert and Format Shapes and Text Boxes
  - Insert or Replace Shapes
  - Insert Text Boxes
  - Resize Shapes and Text Boxes
  - Format Shapes and Text Boxes
  - Apply Styles to Shapes and Text Boxes
- Section C: Insert and Format Images
  - Insert Images
  - Resize and Crop Images
  - Apply Styles and Effects
- Section D: Order and Group Objects
  - Order Objects
  - Align Objects
  - Group Objects
  - Display Alignment Tools
- Session Recap
- Test Tips

Session 3

- Section A: Insert and Format Tables
  - Create a Table
  - Insert and Delete Table Rows and Columns
  - Apply Table Styles
  - Import a Table
- Section B: Insert and Format Charts
  - Create a Chart
  - Import a Chart
  - Change the Chart Type
  - Add a Chart Legend
  - Work with Chart Elements
  - Change the Chart Style
- Section C: Insert and Format SmartArt Graphics
  - Create a SmartArt Graphic
  - Convert Lists to SmartArt Graphics
  - Add Shapes to SmartArt Graphics
  - Reorder Shapes in SmartArt Graphics
  - Change the Colour of SmartArt Graphics
- Section D: Insert and Manage Media
  - Insert Audio and Video Clips
  - Screen Recording
  - Configure Media Playback Options
  - Adjust Media Window Size
  - Set the Video Start and Stop Time
  - Set Media Timing Options
- Session Recap
- Test Tips

Session 4

- Section A: Apply Transitions and Animations
  - Apply Slide Transitions
  - Insert Slide Transitions
  - Set Transition Effect Options
- Section B: Animate Slide Content
  - Apply Animations to Objects
  - Apply Animations to Text
  - Set Animation Effect Options
  - Set Animation Paths
- Section C: Set Timing for Transitions, Animations
  - Set Transition Effect Duration
  - Configure Transition Start and Finish
  - Reorder Animations on a Slide
- Session Recap
- Test Tips

Session 5

- Section A: Manage Multiple Presentations
  - Merge Content from Presentations
  - Insert Slides from Another Presentation
  - Combine Presentations
  - Insert Comments
  - Review Comments
- Section B: Finalise Presentations
  - Protect a Presentation
  - Inspect a Presentation
  - Proof a Presentation
  - Preserve Presentation Content
  - Export Presentations to Other Formats
- Session Recap
- Test Tips